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DDA 87-0571
20 March 1987

MEMORANDUM FOR: Acting Director of Central Intelligence

FROM: William F. Donnelly
Deputy Director for Administration

SUBJECT: Weekly Report for Period Ending 20 March 1987

1. In conjunction with the Office of Communications, Office of Information Technology (OIT) representatives briefed a group of [] Technical Service representatives on communications and information systems.

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3. To support the Office of Congressional Affairs (OCA) in handling congressional inquiries, OIT has installed a local area network of fiber optic cables for OCA's Sun Computer System. The Office of the Comptroller will also use this system.

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5. OL has rescheduled the Office of Development and Engineering's move to [] from late May to late June 1987. This delay resulted from difficulties in wiring the power and data lines in the systems furniture. The Foreign Broadcast Information Service is scheduled to move into [] from early July through mid-September 1987.

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S E C R E T

6. During the next two months the Office of Security (OS) will be briefing senior officers of a host of delegations to [] on the Agency's security concerns regarding the [] New Office Building. Visitors will include Secretary Shultz, James Schlesinger, and a 19-member Congressional delegation.

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7. On 12 March 26 Security Protective Officers (SPOs) graduated from the Federal Law Enforcement Training Center. The SPOs are now required to serve 24 vice 18 months with the Security Protective Service before seeking other positions within the Agency.

8. The Office of Training and Education's (OTE) elective seminar "CIA and the Congress" took place with senior officers from the four directorates and the Office of the DCI participating. The group visited Capitol Hill and met with Representative Matthew McHugh (D-NY) of the House Permanent Select Committee on Intelligence (HPSCI). McHugh spoke highly of the Agency and its product.

9. The first offering of the Executive Development Program elective "CEO Colloquium" was held on 11 March 1987 for 17 SIS participants. The class visited several corporate headquarters.

10. OTE's Secretarial Training Branch is currently conducting a condensed version of three required courses in the secretarial training curriculum for secretaries and administrative support personnel from East Coast Field Offices.

11. [] George Mason University professor and winner of the Nobel Prize in Economics, will participate in the Agency Guest Speaker Program on 5 August 1987.

12. Small student demonstrations protesting Agency on-campus recruitment took place at several schools this week including: University of Hawaii, Manoa campus; University of North Colorado; Vassar College in New York; and Grinnel College in Iowa.


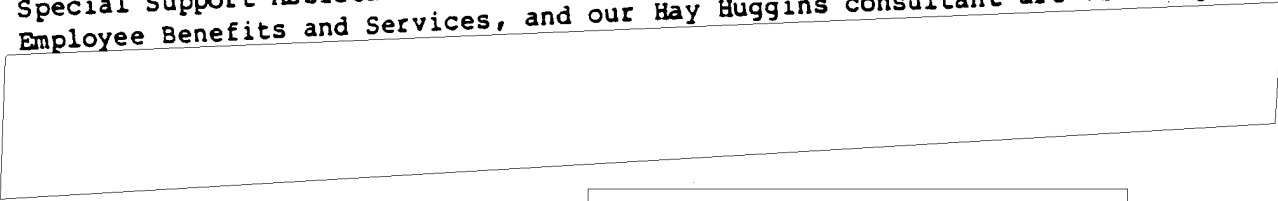
13. Senior officials from the Office of Personnel (OP) met this past week with [] Assistant Deputy Director for Administration, and [] Director of Equal Employment Opportunity, for the National Security Agency (NSA). We plan to work closely with NSA in implementing the tuition assistance program directed by Congress in the 1987 Authorization Bill.

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S E C R E T

S E C R E T

14. In our continuing effort to educate employees on the new Federal Employees Retirement System, the Associate Deputy Director for Administration, Special Support Assistant to the DDA, Deputy Director of Personnel for Employee Benefits and Services, and our Hay Huggins consultant are visiting



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William F. Donnelly V

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S E C R E T

19 March 1987

MEMORANDUM FOR: Deputy Director for Administration

FROM: John M. Ray
Director of Logistics

SUBJECT: Report of Significant Logistics Activities for
the Period Ending 18 March 1987 []

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1. Events of Major Interest That Have Occurred During the
Preceding Week:

a. The Office of Logistics (OL) reports that the Office of the Secretary of Defense has tasked the Commandant of the Marine Corps to investigate the feasibility of providing on a loan basis four UH-1N helicopters for the []. The Air Force, Army, and Navy have already reported that UH-1N helicopters are not available for the project. []

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* c. OL reports that on 10 March a priority request was received from the Office of Technical Service for equipment critically needed for []. The contracting officer arranged for the vendor to have the items ready on 13 March for delivery to final destination. []

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* d. The Chief, Transportation Management Branch, [], SD/OL, returned from a TDY to Miami, Florida, []

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f. On 11 March, OL reports that the Bid Package 4 contractor poured the cement beams for the canopy over the inbound lane at the George Washington Memorial Parkway Visitor Control Center. A routine core sample of the cement beam has been taken for testing. If the core sample is acceptable, the scaffolding supporting the canopy will be removed and construction of the new inbound roadway will begin. ☐ 25X1

g. The New Building Project Office, OL, received formal notice on 17 March from the FOIA Information and Privacy Coordinator that the FOIA request concerning Contract No. GS-11B-19067 (CIA Headquarters Expansion Project--Powerhouse Modifications) has been cancelled by the law firm representing Williams and Lane, a subcontractor to MCI, Inc. ☐ 25X1

h. On 16 March, OL shipped two Morris Louis paintings loaned by Vincent Melzac from the Headquarters Building to interested museums. These two paintings, valued at \$500,000 each, have been on display at the Headquarters Building for five years. ☐ 25X1

☐ 25X1

k. On 16 March, Printing and Photography Division (P&PD), OL, was informed that the on-site Xerox service technician would no longer be allowed to service P&PD major production copiers based on a security decision. The major production copiers in P&PD support the secure printing applications for the Agency. Whether the technician can be retained or another assigned to the Agency has not been determined.

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2. Significant Events Anticipated During the Coming Week:

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b. The Chief, Special Activities Staff, DO, will tour the Logistics Operations Center on 19 March and be briefed on the proposed worldwide support flight program. [] 25X1

c. OL reports that there will be a partial power outage in the Headquarters Building on 21 March from 0730 to 1230 hours. The areas that will be affected are the 6D and 7D corridors. The purpose of this outage is to tie in a new power panel since existing circuits are full. The outage has been coordinated with the DCI security. [] 25X1

* d. On 23 March two members of the OL Flying Squad are scheduled to depart for [] to assist as security escorts for construction work. Another OL Flying Squad member is scheduled to depart for [] next week to provide 90 days assistance as security escort for construction work. [] 25X1 25X1

e. OL reports that on 14 April the Reston Community is scheduled to review an Agency proposal to relocate the existing temporary perimeter fence and gate entrances in support of [] occupancy. [] 25X1 25X1

f. On 21 March the Virginia Electric Power Company is scheduled to replace transformers for both the [] There will be a total power outage for both buildings. OL has advised the occupants and the Office of Security. [] 25X1 25X1

g. The New Building Project Office, OL, is arranging for a partial delivery totalling 12,000 cubic yards of fill dirt to the Federal Highway Administration (FHWA). The delivery will take place the end of April. [] 25X1

h. OL reports that the Office of Development and Engineering, DS&T, (OD&E/DS&T) move from [] 25X1
[] has been rescheduled from late May to late June 1987. This delay resulted from difficulties in wiring the power and data lines in the systems furniture. Foreign Broadcast Information Services, DS&T, is scheduled to move into [] from Key Building ea 25X1
July continuing through mid-September 1987.

i. OL will hold an Executive Planning session [] on 23 a 25X1
24 March. In attendance will be the D/L, DD/L, and all OL division and staff chiefs. [] will serve as the Acting Director of 25X1
Logistics during their absence. [] 25X1

John M. Ray

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
11 MARCH 1987 - 17 MARCH 1987

I. STATUS OF TASKS ASSIGNED BY
SENIOR MANAGEMENT:

NONE. II. ITEMS OR EVENTS OF MAJOR INTEREST THAT HAVE OCCURRED
DURING THE PRECEDING WEEK:

No * A. THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION
(OL/P&PD)

CONDUCTED A TEST OF LIGHTER WEIGHT PAPER ON THE WEB PRESS LAST WEEK WHICH
APPEARED TO RUN SUCCESSFULLY. THE TEST REVEALED THAT THE USE OF LIGHTER WEIGHT
PAPER COULD INCREASE P&PD'S SADDLE-STITCHING CAPABILITY, WHICH IS THE LEAST
COSTLY AND LABOR INTENSIVE BINDING METHOD, FROM THE CURRENT 128 PAGE LIMITATION
TO AS MUCH AS 196 PAGES. P&PD IS CURRENTLY EVALUATING THE EFFECTIVENESS OF
THIS PAPER IN TERMS OF QUALITY AND CUSTOMER SATISFACTION.

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No staff notes * B. THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD)
HAS ADOPTED A NEW DISSEMINATION PROCEDURE FOR ^{the} JOINT PUBLICATIONS RESEARCH
SERVICE (JPRS) REPORTS WHEREBY ADDRESS LABELS ARE NOW DIRECTLY APPLIED TO THE
PUBLICATION INSTEAD OF TO ENVELOPES, AND ~~BOXES AS HAS BEEN THE CASE~~. THIS NEW
PROCEDURE IS PROJECTED TO REDUCE MATERIAL COSTS BY \$17,000 ANNUALLY, AND HAS
PROVEN TO REDUCE THE LABOR REQUIRED TO DISSEMINATE A REPORT FROM ONE HOUR ~~TO~~
~~TO DISSEMINATE A REPORT FROM ONE HOUR TO APPROXIMATELY 20~~
MINUTES, ~~(4) APPROXIMATELY 20 MINUTES.~~

staff notes C. ~~ON THURSDAY, 12 MARCH 1987, THE LAST BRIEFING ON THE THIEF~~
C. ON THURSDAY, 12 MARCH 1987, THE LAST BRIEFING ON THE SAVINGS PLAN WAS
VIDEOTAPE IN THE HEADQUARTERS AUDITORIUM BY THE OFFICE OF LOGISTICS, PRINTING
AND PHOTOGRAPHY DIVISION (OL/P&PD). THAT SAME EVENING P&PD PERSONNEL WORKED
SIX HOURS OF POST PRODUCTION OVERTIME TO CUT-IN THE VIDEOTAPES THAT WERE USED
IN THE PRESENTATION. ON FRIDAY, 13 MARCH 1987, VIDEOTAPE COPIES WERE
DISTRIBUTED TO THE DEPUTY DIRECTOR FOR ADMINISTRATION AND THE DIRECTOR OF
LOGISTICS.

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staff notes D. THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD),
RECEIVED A PRIORITY REQUEST LAST WEEK FROM THE ASSOCIATE DEPUTY DIRECTOR FOR
ADMINISTRATION FOR SLIDES OF THE NEW HEADQUARTERS BUILDING ~~TO BE USED IN A BRIEFING~~. P&PD PHOTOGRAPHERS SHOT THE SLIDES ON 9
MARCH, AND PROCESSING WAS PERFORMED THAT SAME DAY. AFTER ANALYZING THE SLIDES,
A TOTAL OF 30 WERE SELECTED, AND TWO COPIES OF EACH WERE MADE. THE SLIDES WERE
HAND NUMBERED AND THE JOB WAS DELIVERED TO THE CUSTOMER AT THE REQUESTED TIME
OF 1200 ON 11 MARCH.

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NO
yes
E. REPRESENTATIVES OF THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD), AND SAFETY STAFF, OFFICE OF MEDICAL SERVICES, MET WITH REPRESENTATIVES OF THE FAIRFAX COUNTY DEPARTMENT OF PUBLIC WORKS LAST WEEK TO FULFILL THE REQUIRED ANNUAL INSPECTION OF P&PD'S TREATMENT OF CHEMICAL WASTE PROCEDURES. THE FAIRFAX COUNTY REPRESENTATIVES WERE BRIEFED ON HOW P&PD'S CHEMICALS ARE PREPARED, AND WHAT STEPS ARE TAKEN TO NEUTRALIZE THESE CHEMICALS BEFORE THEY BECOME EFFLUENT. NO MAJOR PROBLEMS WERE DISCOVERED; HOWEVER, SOME RECOMMENDATIONS WILL BE FORWARDED FROM SAFETY STAFF AT A LATER DATE. 25X1

yes
F. ON MONDAY 16 MARCH 1987 OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD) WAS INFORMED THAT THE ON-SITE XEROX SERVICE TECHNICIAN WOULD NO LONGER BE ALLOWED TO SERVICE AGENCY COPIERS BASED ON A SECURITY DECISION. *copy main production*
~~THE ABRUPT REMOVAL OF THE SERVICE TECHNICIAN HAS ALREADY HAD AN IMPACT ON COPY CENTER PRODUCTION WHERE THE TECHNICIAN WAS BASED. WHETHER THE TECHNICIAN CAN BE RETAINED OR ANOTHER ASSIGNED TO THE AGENCY HAS NOT BEEN DETERMINED, BUT A DECISION MUST BE MADE SOON. THE AGENCY HAS SUPPORTED THE MAJOR PRODUCTION COPIERS IN P&PD WHICH ARE THE SECURE PRINTING APPLICATIONS FOR THE AGENCY.~~ *calling me back w/ details* 25X1

no
♦ 6. THE COMPONENT SAFETY OFFICER FOR THE OFFICE OF LOGISTICS, PRINTING AND PHOTOGRAPHY DIVISION (OL/P&PD) HAS PLACED AN ORDER FOR 15 PORTABLE SAFETY UNITS TO BE USED BY "FLYING SQUAD" PERSONNEL DURING TDY'S. THESE UNITS INCLUDE AN EMERGENCY LIGHT AND A SMOKE DETECTOR AND WILL BE LOCATED IN P&PD FOR EASY ACCESS BY TDY PERSONNEL. THE OFFICE OF SECURITY ALSO HAS A LIMITED NUMBER OF THESE UNITS IN THEIR POSSESSION WHICH MAY BE USED UNTIL P&PD RECEIVES THE REQUESTED UNITS.

(AIUD) III. SIGNIFICANT EVENTS ANTICIPATED DURING THE COMING

WEEK:

NONE. IV. MANAGEMENT ACTIVITIES AND CONCERNS:-

NONE.

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**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 17 MARCH 1987**

1. Progress Report on Tasks Assigned by the DCI/DDCI:

Briefing Materials for DCI Designate: IMSS has responded to DDA requests for briefing material for the new DCI Designate Judge Webster. Requests have ranged from general Logistics functions to specific data on OL Budget, personnel strength, real estate holdings and acreage. Real Estate Branch, RECD has assisted on some requests. ☐

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2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

(1) On 13 March, General Electric presented a briefing on the Office of Logistics Bar Code Study to OL Senior Management, Division and Staff Chiefs, and representatives from several OL components. ☐

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(2) LETTS (Logistical Employee Training and Tracking System): Office of Personnel, (OP) made a formal request to TG/DAS for copies of the LETTS software. TG briefed an OP representative on LETTS and transferred a copy of the software to OP. ☐

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(3) FARS (Federal Automated Requisitioning System): The FARS Configuration Control Board approved the Detailed Systems Requirements and the FARS Charter on 10 March 1987. Actual coding of the new FARS software has begun using IDMS/R. ☐

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B. Planning

(1) IMSS requested of the OL staffs and divisions, topics for the next OL Quarterly, lists of recent significant activities and second quarter updates to milestone charts for objectives.

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 17 MARCH 1987

(2) IMSS reviewed a proposal regarding handling of excess surplus property and drafted a position paper to respond to the DDA. Inputs were received from the GSA Office of Policy and Liaison and OL/SD to prepare an OL position.

(3) IMSS prepared a proposed OL response to the DDA Management Staff which updates the OL structural diagram, functions and responsibilities.

(4) IMSS, together with B&FB, reviewed recent submissions on OL initiatives for possible improvements to clarify narratives before submission to Congress.

C. CLAS

(1) CLAS team members completed the Purchasing Class from Cullinet last week and are continuing to work on implementation tasks. The supply team has been awaiting the return of [redacted] (TDY) and one new supply team member not yet identified. [redacted]

D. Records Management

(1) The Office of Logistics has received additional requests for documents related to the IRAN/Contra affair. The latest requests are from the Senate Select Committee and the House Select Committee. The appropriate offices in OL are conducting a search for any documents responsive to the requests. [redacted]

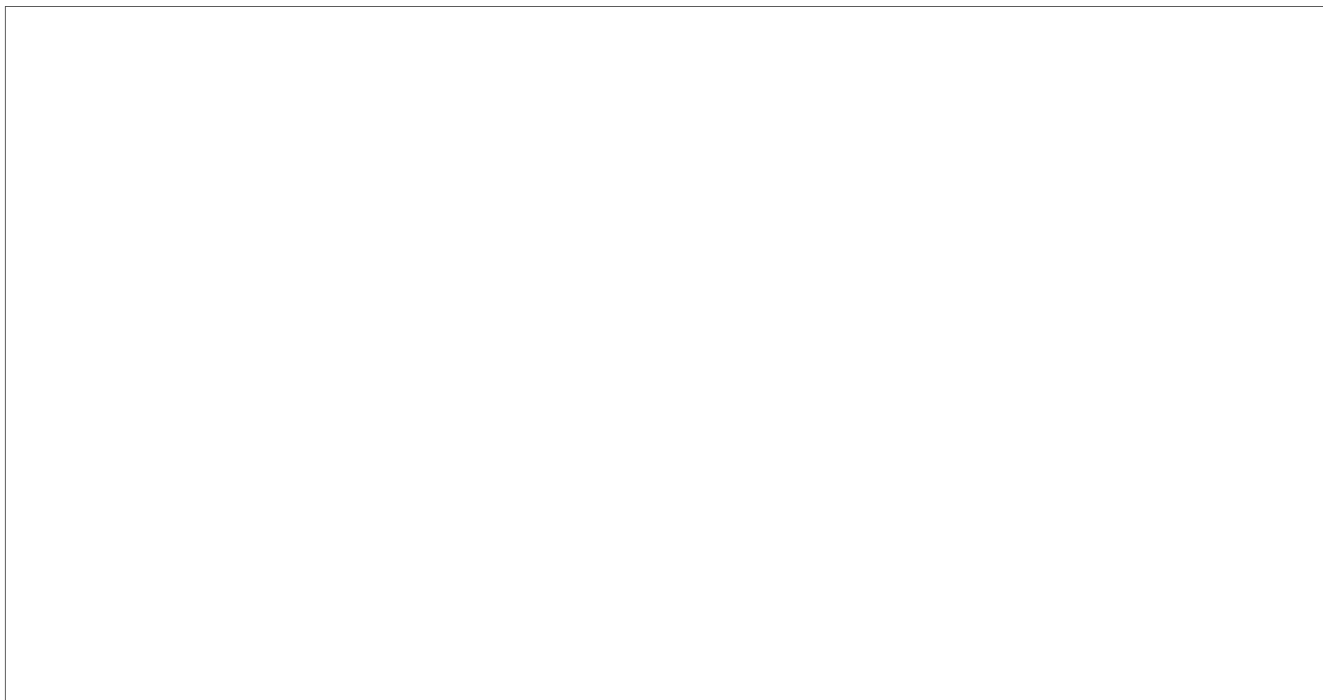
(2) The FOIA request for information regarding GSA Contract No. GS-11B-19067 was cancelled by the requester. The contract was awarded by GSA to MSI Constructors, Inc. [redacted]

(3) With regard to FOIA request for information on GSA Contract No. GS-11B-59023, the OL/RMO is working with NPIC/Logs to gather the information for documents responsive to the request. The contract was awarded by GSA to CMS Contractors, Inc. for the renovation of the cafeteria at [redacted]

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**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 17 MARCH 1987**

E. Regulations



(2) The Scattergood-Thorne Property Assessment Committee was presented orientation briefings on the following subjects:

- a. The current CIA Master Development Plan
- b. The impacting factors of traffic and parking limitations relative to occupancy of the New Headquarters Building
- c. An overview of the proposed Agency sponsored Child Day Care Center
- d. A general status of all utilities available to support the Headquarters campus
- e. The proposed assignment of component space within the New Headquarters Building and the backfill of the original Agency Headquarters

The DA and ADDA were appraised of the progress of the committee to date and informed that 8 June 1987 was selected as the final position paper submission date. The ADDA feels this project is right on target. The next series of briefings will include plans for



**INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 17 MARCH 1987**

3. Significant Events Anticipated During the Coming Week

CLAS: Software loading for Accounts Payable and Purchasing will take place on the week of 6 April, following which our Purchasing team will be able to begin on-line testing. The other packages will be loaded within a month, depending on the stability of IDMS/R.

The Manufacturing Team (including the new supply person) will be attending formal classes in L.A. during April. ☐

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4. Perspective of Staff Activities

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PROCUREMENT MANAGEMENT STAFF, OL
WEEKLY REPORT
Period Ending on 17 March 1987

1. Status of Tasks Assigned by Senior Management:

No tasks pending.

2. Major Events That Have Occurred During the Preceding Week:

a. CONIF Activity:

(1) CONIF input 178 contracts and 143 amendments during the preceding week.

(2) Two members of CONIF met with the new Chief, Contracts Staff, Office of Research and Development (CS/ORD), DS&T, and the members of the contracts staff. A review of the monthly reports provided ORD resulted in some recommendations for change. The Procurement Justification and Routing Sheet (BJ) was examined and a discussion ensued regarding the Payment Indicator section. Standard procedure has been to mark everything "FAST," which does not allow for review by the contracting officer (CO), or the contracting officer technical representative (COTR). C/CS/ORD/DS&T will check into this practice.

b. Training:

On 6 March 1987, approval was received to contract with Business Management Research Associates for a course entitled, "Defense Cost and Price Analysis." The course will be held at the Chamber of Commerce Building from 30 March - 10 April 1987. Procurement personnel who have not completed the course were notified and requested to inform Procurement Management Staff (PMS), OL, if they are available to attend the upcoming session.

c. Meetings:

(1) A meeting was held with Peter Cole, Sterling Institute, to discuss changes to the last version of the CIA Contracting Manual (CCM). Mr. Cole is scheduled to return and make final changes on 18 March 1987. PMS/OL is presently awaiting comments by senior contracting officials on the latest version of the CCM.

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SUBJECT: OL/PMS Weekly Report for the Period Ending 17 March 1987

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(2) [] PMS/OL, met with [] of the National Security Agency (NSA). A former faculty member of the Defense System Management College at Fort Belvoir, [] is currently advising NSA regarding a possible comprehensive restructuring of their approach to training for all phases of the procurement process. The Agency may be able to benefit from their thinking and efforts in these areas. [] plans to keep apprised of their activities.

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(3) On 13 March 1987, Deputy Chief, PMS/OL met with 11 Contracting Officer Interns (COI) to discuss experiences and the progress made to-date by these interns, specifically in training. Training materials were also distributed and discussed, which will provide guidance and directions to the interns. One more session and one make-up session have been scheduled in order that all the interns can meet with the Chief or Deputy Chief, PMS/OL.

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(4) [] PMS/OL, requested advice from the Office of General Counsel (OGC), as to the applicability of the new Department of Defense (DOD) profit policy and progress payment reduction policy as mandated by the FY 1987, DOD Appropriations Act.

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(5) [] PMS/OL, requested an OGC opinion on the applicability of Acquisition Letter 87-9, "Prohibition of Contracts With Firms Owned or Controlled By Foreign Governments that Support Terrorism." CONIF was tasked with identifying those Agency contractors within the CONIF database that may fall within this category. Two such companies are being reviewed for possible ties with Libya and Iran.

d. Visitations:

On 12 March 1987, C/PMS/OL held separate meetings with the Chief, Contract Team, DI, and Chief, Strategic Weapons Collection Division, Office of SIGINT Operations, DS&T. In both cases, a discussion was held with the chief of the operational element, and contacts were made with the Logistics Officers supporting each activity. No unusual problems surfaced at either meeting.

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SUBJECT: OL/PMS Weekly Report for the Period Ending 17 March 1987

e. Increased Competition in Agency Procurements:

At the request of the Acting Deputy Director for Science and Technology, each office director in the DS&T was provided competition statistics for FY 1986.

f. Agency Contract Review Board (ACRB) Activities:

Three cases were reviewed and questions were written for the meeting rescheduled for 31 March 1987.

g. Newsletter:

The page proofs of the March issue of the "Procurement Newsletter" were edited, approved and forwarded for final printing.

h. Personnel:

Deputy Chief, PMS/OL, has been approved for TDY travel by the Office of Medical Services. departure date is 25 March 1987.

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3. Upcoming Events:

On 19 March 1987, C/PMS/OL will meet with the Deputy Director for Administration (DDA) and the Chief Executive Officer of Delta Data, to review Procurement Note 85 status of that organization. Background information has been made available to the Management Staff, DDA, to support this meeting.

4. Management Activities and Concerns:

None of a significant nature

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REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 17 MARCH 1987

1. Progress Report Tasks Assigned by Senior Management:

None.

2. Major Events That Have Occurred During the Preceding Week:

a. Swan Island Runway Problem - A Real Estate and Construction Division (RECD), OL representative visited Air Force Engineering Headquarters, Tyndall Air Force Base, Panama City, Florida, to discuss the Swann Island runway-surface problem. The meetings were very fruitful and produced a cost-effective solution to the problem--the solution being to treat the runway surface with cement and lime and compact it so as to support C-130 aircraft. During discussions it was suggested that the Air Force Construction Team, Red Horse, be tasked with performing this work. Effort is underway to obtain necessary approvals for this action. The projected cost for the total project will be upwards of \$1.2M. []

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b. FBIS Bureau, Panama City, Panama - A representative of Real Estate and Construction Division (RECD/OL) traveled to Panama City, Panama to review contracts and make recommendations on the maintenance of the air conditioning system at the Foreign Broadcast Information Service (FBIS) Bureau. The RECD engineer recommended against dismantling the ductwork to clean the interior of the ducts because the original contractor failed to install access plates in the ducts. He met with the Department of Engineering and Housing and a local mechanical contractor concerning maintenance of the existing air conditioning system. It is the recommendation of the RECD engineer that the FBIS Bureau enter into a contract with a local mechanical contractor for maintenance of the air conditioning system. []

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c. Reston - The following is an update on the development of the Reston Center:

(1) As a result of difficulties in wiring the systems furniture for power and data lines in [], Office of Development and Engineering's move from [] has been rescheduled to occur from late May to late June 1987.

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(2) Construction in [] is proceeding on schedule. Foreign Broadcast Information Service's move from Key building is currently scheduled to occur from early July to mid-September 1987.

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SUBJECT: Real Estate and Construction Division Weekly Report for
Period Ending 17 March 1987

(3) On 10 March the Reston community approved the Agency's request (presented through the developers of the Reston site, Mulligan/Griffin Associates) for the addition of 300 temporary parking spaces in support of [] occupancy.

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(4) On 14 April the Reston Community is scheduled to review an Agency proposal to relocate the existing temporary perimeter fence and gate entrances in support of [] occupancy.

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(5) We continue to await Congressional approval for the development of the remainder of the Reston site. []

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d. Plain Text Processing Equipment Program, Supplemental Lease Agreement - A Supplemental Lease Agreement to provide payment for construction completed at [] Park for the Plain Text Processing Equipment Program has been forwarded to the lessor for signature. The agreement is based on the lessor's proposal for work completed through 10 February 1987, and is in the amount of []

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e. [] - The

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[] has relocated their [] in Department of Energy (DOE) office space. The support agreement between DOE and the Agency for the [] office has been forwarded to DOE for final approval. Annual reimbursement for services provided by DOE is estimated to be [] for FY-87. []

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f. March 1987 Direct Lease Payments - The Real Estate and Construction Division, OL, has reviewed the 74 direct leases which it administers and has initiated payments totaling \$1,215,570.39 for the month of March 1987. Authorization for these payments has been forwarded to the Budget and Fiscal Branch, OL. []

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g. Power Outage [] - A representative of Real Estate and Construction Division, OL was successful in scheduling Virginia Electric Power Company to replace transformers for both the [] for Saturday, 21 March 1987. It takes four-five hours to replace a transformer and work-day scheduling would cause considerable loss to the Government. []

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h. Tech Center I - Suburban Contractors, Inc. has started construction on the second floor areas of Tech Center I. Renovations include 4,200 square feet of space for the Security Education Staff. The work is expected to be completed by 18 June 1987. []

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SUBJECT: Real Estate and Construction Division Weekly Report for
Period Ending 17 March 1987

i. Renovations at [redacted] - A contract 25X1
with Dominion Management Company was signed on 16 March 1987 for
renovations to be completed at [redacted] (formerly 25X1
Chamber of Commerce Building). The renovations are for the Office
of Training and Education and will include the basement, first, and
second floors. The work is expected to begin approximately
23 March. [redacted] 25X1

j. Key Building Chiller - During the week of 9-13 March
the chiller located on the roof of the Key Building was reported as
not working. On 16 March, the compressor was replaced and the
chiller is now functioning. [redacted] 25X1

3. Upcoming Events:

4. Management Activities and Concerns:

None.

[redacted]

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WEEKLY REPORT FOR AGENCY CONTRACTS GROUP
FOR PERIOD ENDING
17 MARCH 1987

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. Agency Contracts Group, Office of Logistics, concluded negotiations and definitized a letter contract with Planning Research Corporation for systems analysis and programming support under the contractor's System Development and Enhancement contract as managed by the Office of Information Technology. The contract was negotiated for [REDACTED], a savings of \$1,487,081 (17.8%) from the contractor's proposal. [REDACTED]

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b. Agency Contracts Group, Office of Logistics, issued a contract modification to Computer Sciences Corporation providing incremental funding in the amount of [REDACTED]. This funding continues systems analysis and programming support for various tasks under the contractor's System Development and Enhancement contract as managed by the Office of Information Technology. [REDACTED]

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c. Agency Contracts Group, Office of Logistics has exercised its final option for management support services for the Office of Information Technology under its cost plus award fee contract with Computer Sciences Corporation. The FY87 Option was negotiated for [REDACTED] a savings of [REDACTED]. [REDACTED]

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d. Agency Contracts Group, Office of Logistics, awarded a contract to General Electric under the Office of Information Technology, Network Systems Engineering Group's Computer Systems Software Engineering Program. During the 4-year life of this program tasks will be competed among seven contractors including General Electric. [REDACTED]

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e. Agency Contracts Group, Office of Logistics, awarded a [] contract to Information Management Consultants for continued software support to the Office of Communications, Communications Security Division. []

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f. Agency Contracts Group, Office of Logistics, negotiated a firm-fixed price/time and materials type contract with AT&T Federal Systems, Washington, D.C. totaling \$596,815 for service and maintenance of the non-secure telephone network in all Agency outbuildings, including the Remote Automatic Troubleshooting System (RMATS). Although the contract period of performance ends 30 September 1987, three 1-year options are incorporated into the contract. []

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g. Agency Contracts Group, Office of Logistics, negotiated a \$50,000 time and materials type contract with Sterling Institute for revising and updating the Agency's Federal Acquisition Regulation (FAR) implementation guide, entitled "Guide for the Use of Solicitation Provisions and Contract Clauses" and the CIA Contracting Manual. []

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h. Discussions were held on 9 March 1987 with the two respondents to the Plain Text Processing Equipment program, systems integration request for proposal. Agency attendees included representatives of the technical program from the Office of Security, a contracting officer from Agency Contracts Group, and representatives from the Commercial Systems Audit Division and the Industrial Security Office. The meeting was held to clarify the contractors' proposals through a discussion of questions. Amended proposals are due from the contractors 18 March 1987. []

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i. On 11 March, Agency Contracts Group, Office of Logistics, combined some 13 requisitions for purchases from Euclid Equipment into one delivery order totaling [] resulting in a significant reduction in paperwork. One more requisition may be added to the list after its current status is determined. []

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j. On 11 March 1987, several members of Agency Contracts Group, Office of Logistics, and the Office of SIGINT Operations met with representatives of Ford Aerospace & Communications to discuss two current contracts. Recently both the Agency and Ford Aerospace have assigned new individuals to handle these programs. The meeting was held to clarify what is expected from Ford Aerospace on certain issues and to ensure continuity. []

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k. Agency Contracts Group, Office of Logistics, has completed negotiations on [] contract with Behavioral Assessment Systems Consultants (BASYS) for consulting services and training of professionals for the Office of Technical Services, Behavioral Activities Branch (OTS/BAB). BASYS personnel have past work experience with OTS/BAB as well as relevant private sector experience, and are thus in a position to provide training on a wide variety of issues. []

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1. On 10 March 1987, Agency Contracts Group, Office of Logistics, received a priority request from the Office of Technical Services for two cryocoolers and three charging tools. The items were critically needed for the new embassy building in [] The contracting officer arranged for the vendor in Waltham, Mass. to have the items ready for a 13 March pickup. The COTR hand-carried the purchase order to the vendor and then prepared the items for delivery to their final destination. []

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3. Significant Events Anticipated During the Coming Week:

4. Management Activities and Concerns:

None

[] 25X1

FACILITIES MANAGEMENT DIVISION
WEEKLY REPORT FOR PERIOD ENDING 18 MARCH 1987

1. Status of Tasks Assigned by Senior Management:

a. The winning artist of the graphic design contest for the Jogging Track walls has completed roughing in all figures in the appropriate colors. Allied will follow up with a second coat of paint and protective plastic on areas where the wall gets kicked by the joggers turning corners. This decoration greatly enhances the area and the runners are most appreciative. [REDACTED]

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b. The new smoking regulation has been incorporated into the standard Headquarters sign system. All rest rooms now have the smoking or no smoking printed on the standard room identifier. [REDACTED]

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2. Major Events that Have Occurred During the Preceding Week:

a. On 16 March 1987, two Morris Louis paintings loaned by Vincent Melzac were removed from the Headquarters Building and shipped to interested museums. These two works, valued at \$500,000 each, had been displayed at the Agency for five years. [REDACTED]

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b. A total of 71 pieces of PTI furniture was collected by Services Section during the past week. Approximately 21 overtime manhours were expended in this sweep. [REDACTED]

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c. On 12 March 1987, the Mail and Courier Branch provided special courier support to the National Security Council, Old Executive Office Building. Sixty-five boxes of material were picked up from the NSC and delivered directly to the Agency's Archives and Records Center, located in [REDACTED] Two couriers expended 9 manhours to complete this special requirement. [REDACTED]

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d. The Disposal Section of Building Services destroyed 46,000 pounds of classified trash from Headquarters and 100,135 pounds from outlying buildings. A total of 6,000 pounds was destroyed in the Hammermill; Allied transported 21 loads of Somat waste to the landfill, and a total of 6,000 pounds of burn waste was transported to Andrews Air Force Base for incineration. This amount of classified trash for destruction is normal for Headquarters and the outlying buildings. [REDACTED]

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~~CONFIDENTIAL~~

e. During the past week, the Passenger Vehicle Section of the Motor Pool transported 8,011 passengers. A total of 118 regular hours and 46 overtime hours were expended in support of these requests. This is a slight increase over the past week.

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f. On 14 March 1987, a steam outage took place in the kitchen fan room of the cafeteria. The plumbing work to be performed in this area was fully coordinated with the cafeteria manager and was accomplished without any problems.

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g. Design Branch completed design drawings and specifications for the Printing and Photography Division in support of the new DICONMED computer graphic system. The design consisted of minor partition modifications and new electrical services for the new DICONMED system.

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3. Upcoming Events:

a. The Passenger Vehicle Section has advance requirements to transport 1,387 passengers during the upcoming week. This is an approximate 10% increase over the past week's requests.

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b. There will be a partial power outage in the Headquarters Building on Saturday, 21 March from 0730 to 1230. The areas that will be affected are the 6D and 7D corridors. The purpose of this outage is to tie in a new 100 amp power panel since existing circuits are full. The outage has been coordinated with DCI security.

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4. Management Concerns and Activities:

a. Two new mini-buses have been received for the Reston Shuttle Service. No date has been determined for the start-up of the service.

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b. The Motor Pool is working on obtaining a contract for a charter bus for the Office of Personnel for shuttle service from Days Inn to the [redacted] and Tech I Building. This service is required to be available by 6 April 1987.

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[redacted], Chief
Facilities Management Division, OL

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OL/NBPO WEEKLY REPORT - PERIOD ENDING 18 MARCH 1987

1. Progress Reports on Tasks Assigned by the Senior Management:

The New Building Project Office, OL, is arranging to truck 12,000 cubic yards of fill dirt to the Federal Highway Administration (FHWA). As part of a larger agreement with FHWA, last year the Agency agreed to truck 12,000 cubic yards of dirt from the hill in West Lot to the FHWA compound. The delivery is expected to take place towards the end of April.

[REDACTED]

STAT

2. Major Events that Have Occurred During the Preceding Week:

a. A new corridor from GG corridor in the Original Headquarters Building (OHB) leading to the North Dock parking area is currently being constructed by the New Headquarters Building (NHB) contractor. This NHB entrance will provide pedestrian access to the OHB in rush periods and emergency exiting.

[REDACTED]

STAT

b. On 14-15 March, Ogden Allied, along with Heath Consultants, Inc., conducted ultrasonic testing of the southside chilled water line on the Headquarters compound. These tests were conducted in an effort to locate a suspected leak in the system. Eleven holes were dug in the ground by an air vacuum method which allowed the ultrasonic company to conduct more accurate measurements as compared to previous attempts. A probable leak was identified near one of the construction trailers and the General Services Administration is preparing to task one of their contractors to excavate the suspected area.

[REDACTED]

STAT

c. During the past week, the Bid Package 4 Contractor removed seven trees near the George Washington Memorial Parkway Visitor Control Center. The contractor is preparing to clear the area and install curbing for a realigned roadway.

[REDACTED]

STAT

d. On 11 March 1987, the Bid Package 4 contractor poured the cement beams for the canopy over the inbound lane at the George Washington Memorial Parkway Visitor Control Center. A routine core sample of the cement beam has been taken and will be tested. If the core sample is acceptable, then the scaffolding supporting the canopy can be removed and construction of the new inbound roadway will begin.

[REDACTED]

STAT

e. The New Building Project Office, OL, received formal notice on 17 March from the FOIA Information and Privacy Coordinator that the FOIA request concerning Contract No. GS-11B-19067 (CIA Headquarters Expansion Project--Powerhouse Modifications) has been cancelled by the law firm representing Williams and Lane.

[REDACTED]

STAT

3. Upcoming Events:

None.

4. Management Activities and Concerns:

None.

Chief, New Building Project Office

STAT

D/OL
C/FMD/OL

~~S E C R E T~~

~~S E C R E T~~

WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 18 March 1987

I. Status of Tasks Assigned by Senior Management:

NONE

II. Major Events That Have Occurred During the Preceding Week:

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E. During the period 2 - 11 March 87, Supply Management Branch (SMB), Supply Division, processed 38 requisitions composed of 272 line items for Project [] Eight amendments and eight form 1931's, procurement action changes,

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were also processed. Total line items processed in SMB since 23 October 1986 are [] This figure includes amended items. []

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F. The Intelligent Communications Terminal link between Supply Management Branch, Supply Division, and [] was out of service for a month but now appears to be functioning properly. Office of Information Technology representatives expended numerous man-hours at both Headquarters and [] locating and correcting the problem. []

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G. Supply Management Branch, Supply Division, processed a stock replenishment for Special Activities Staff, [] materiel to be stored at [] The items are being procured through the Army for a total dollar value of []

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H. On 10 March, two representatives from the Interdepartmental Support Branch, Supply Division, attended a Federal Automated Requisitioning System (FARS) Configuration Control Board Meeting for the purpose of approving the Detailed Systems Requirement Document (DSRD) written for the new FARS. The DSRD was voted on and approved. The next FARS Executive Review Board Meeting will be held 7 April 1987 at which time the FARS Interface Control Document will be issued to all members for review. []

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I. A Supply Officer is TDY [] to provide Certifications of Accountable Officers. She is currently in [] where her TDY is being extended to assist with a station inventory and upgrade of accountable records. []

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J. An inventory team from Operations Support Branch and Data Control Branch, Supply Division, is currently in Printing and Photography Division to assist with inventory and posting of accountable records to ASAPS. This task is in its second week and will probably take another two weeks to complete. []

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K. On 13 March, Chief, Interdepartmental Support Branch, Supply Division, gave a presentation at the Office of Communication Orientation Course. []

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L. During the week, Supply Management Branch, Supply Division, purged file copies of requisitions for calendar year 1985. Twenty-five feet of documentation was cleared out and destroyed. []

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III. UPCOMING EVENTS:

[REDACTED] 25X1

B. Two members of the Flying Squad are scheduled to depart for [REDACTED] on 23 March to assist as security escort for construction. 25X1
[REDACTED] 25X1

C. A flying squad member is due to depart next week to provide [REDACTED] 90 days assistance as security escort for construction. [REDACTED] 25X1
[REDACTED] 25X1

IV. MANAGEMENT ACTIVITIES and CONCERNS:

None

[REDACTED] 25X1

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